



BOROUGH OF BEACH HAVEN

Special Events, Block Parties Policies and Application

300 Engleside Avenue, Beach Haven, NJ 08008
(609) 492-0111 Fax (609) 492-6262

Thank you for your interest in holding a special event or block party in the Borough of Beach Haven. This application is needed for special events that are open to the public or a Residential Block Party. Attached are the items needed to be obtained, prior to the approval of your upcoming event. Please follow the application directions carefully.

Requirements and Conditions

1. Any person wishing to hold a special event or block party shall file an application and the required fees with the Borough Clerk at least **14 days prior** to the date of the event.

2. The application will be reviewed by the appropriate agencies including Police, Fire, Public Works, Land Use and others as determined.

*Traffic & crowd control determinations will be made at the discretion of the Chief of Police or their designee. If it is determined that your event needs either, additional fees will apply. The cost of traffic and crowd control must be paid prior to your event. If additional police are needed beyond that anticipated, you will be invoiced the difference.

3. The applicant shall comply with all applicable Borough ordinances, codes, conditions and requirements.

4. Requests for Fire and Emergency Services shall be subject to requirements and interpretive authority and discretion of the Borough.

5. Requests for Police services shall be subject to the interpretive authority and discretion of the Beach Haven Police Department and separate fees may apply.

6. Applicants for Special Events must provide a certificate of General Liability Insurance with the minimum combined single limit liability per occurrence for bodily injury and property

damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require “Liquor Liability or Host Liquor Liability” coverage be provided by the applicant. For certain uses, “Spectators”, “Athletic Participants” and/or “Sports Accident” coverage may be required to be maintained by the user.

7. Applicants for all events must provide a completed Hold Harmless Agreement indemnifying the Borough of Beach Haven.

8. No residential block party shall be conducted in such manner as to interfere with the safe passage of emergency vehicles and shall not continue for more than four (4) hours.

9. Any banner used for your approved event can only be displayed on the Borough tennis court fence during your event.

*****DATES WILL NOT BE RESERVED UNTIL EVERY ITEM REQUIRED IS RETURNED. THAT INCLUDES ALL PAPERWORK AND FEES ASSOCIATED WITH THE EVENT.**

FEES

Application Fees

\$50.00 Non-Profit Organizations: Civic, Religious or Educational Organizations must submit a \$50.00 non-refundable application fee per applicant/organization per calendar year.

\$300.00 For-Profit Organizations: Must submit a \$300.00 non-refundable registration fee per applicant/per calendar year.

\$50.00 Residential Block Party

Park Bond/Security Deposit

\$200.00

All applicants requesting use of Borough property must post a \$200.00 security deposit per event to offset any additional costs incurred by the Borough of Public Works Department, after the event, restoring the area to its previous condition. The balance of the deposit shall be refundable AFTER deducting the costs of necessary restoration expenses incurred. Billing shall be on a time-and-material basis. Applicant must request, in writing, the return of their posted park bond within 30 days of the close of the calendar year in which the event was held. Damages beyond \$200.00 will be invoiced to the event coordinator. Block party applicants are not required to post a bond.

*****CRAFT FAIRS AND FLEA MARKETS SHALL POST A BOND PER EVENT OR OCCURANCE*****

Fees for Lining of a Field

\$468.00

Any applicant seeking to hold a craft fair or flea market type of event requiring the event site to be lined by the Borough Department of Public Works shall be charged a fee, per event, as determined by resolution annually by the governing body.

Dumpster Fees

\$150.00

If the event requires a dumpster, said dumpster shall be obtained **only** from the Public Works Department, for a price competitive rate comparable to commercial dumpster providers. The price shall be fixed annually by resolution of the governing body. **Any event requiring a dumpster will receive a recycling dumpster free of charge.**

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete. ALL data MUST be provided.

NAME OF ORGANIZATION (if applicable)_____

Is this organization registered with the State of New Jersey as a non-profit organization?

☐

YES

☐

NO

APPLICANT NAME : _____

ADDRESS: _____ CITY _____ STATE _____

ZIP CODE _____

DAYTIME PHONE () _____

EVENING PHONE () _____

FAX () _____

EMAIL: _____

CONTACT PERSON DAY OF EVENT (MUST BE ON-SITE) _____

CELL PHONE () _____

Please submit changes in the above information to the Clerk's Office immediately.

SPECIAL EVENT INFORMATION

TYPE OF EVENT

☐

RUN/WALK

☐

CONCERTS

☐

BLOCK PARTY

☐

FAIR

☐

SPORTS CAMP

☐

OTHER _____

EVENT TITLE _____

ESTIMATED # OF PARTICIPANTS _____ ESTIMATED # IN ATTENDANCE _____

WILL ALCOHOL BE SERVED AT THIS EVENT?

YES

☐ NO

☐

REQUESTED LOCATION:

☐

TAYLOR AVE PARK (BEHIND BAY VILLAGE)

☐

WALSH FIELD (NEXT TO TENNIS COURTS ON PEARL STREET)

☐

VETERAN'S MEMORIAL PARK (BETWEEN ENGLSIDE/AMBER)

☐

NELSON AVE PARK

☐

BEACH _____

☐

OTHER LOCATION

EVENT DATE (S) _____

RAIN DATE (S) _____

NO WAVE DATE (S) _____

TIMES:

SET-UP START TIME _____ AM/PM SET-UP END TIME _____ AM/PM

EVENT START TIME _____ AM/PM

EVENT FINISH TIME _____ AM/PM

TAKE DOWN TIME _____ AM/PM TO _____ AM/PM

GENERAL EVENT INFORMATION

Is this a fundraiser? Yes

☐

No

☐

Beneficiary_____

Registration or Entrance Fee? Yes ☐ Amount \$_____ No ☐

Supplying your own First-Aid station? Yes ☐ No ☐

Food concession and/or food preparation area (s)? Yes ☐ No ☐

If YES, what type of fuel source?

Gas ☐ Electric ☐ Charcoal ☐ Propane ☐ Other_____

Will tents be utilized for this event? Yes ☐ No ☐

If YES, what size? _____ How many? _____

Name of Tent Company?_____

You MUST acquire a SEPARATE Tent Permit through the Licensing Department:

Donna Marie 609-492-0111 ext. 221 or Licensing@beachhaven-nj.gov

Scaffolding, bleachers, grandstands, platforms? Yes ☐ No ☐

Will a stage be utilized? Yes ☐ No ☐

If YES, what are the dimensions of the stage? _____

Will there be entertainment? Yes ☐ No ☐

If YES, what type?_____

Are vehicle(s) and/or trailers to be used? Yes ☐ No ☐

If YES, how many? _____

Will tables and chairs be used? Yes ☐ No ☐

If YES, how many of each? _____ tables _____ chairs

Will fencing, barriers, and/or barricades be utilized? Yes ☐ No ☐

Does your event require electricity? Yes ☐ No ☐

If YES, source of electricity? _____

Dimension of area need? If known _____

Are street closures requested? Yes ☐ No ☐

If YES, what streets? _____

Reason for street closure? _____

The need for Traffic Control or Crowd Control will be determined by the Chief of Police or their designee. If necessary, there are additional fees associated with this service.

Will there be portable toilets? Yes ☐ No ☐

Supplier? _____

Are inflatable devices being used? Amusements? Yes ☐ No ☐

If YES, please list: _____

Supplier: _____

Booth(s), Exhibit(s), Display(s) and/or Enclosure(s)? Yes ☐ No ☐

Banner(s)? Yes ☐ No ☐

Will the event be advertised? Yes ☐ No ☐ How? _____

What is your plan for cleaning and disposing of ALL refuse from this event?

REQUIRED ATTACHMENTS

1. PROOF OF INSURANCE (Special Events Applicants Only)

Evidence of insurance will be required with application. Applicants must provide a certificate of General Liability Insurance name the Borough as additional insured including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require “Liquor Liability or Host Liquor Liability” coverage be provided by the applicant. For certain uses, “Spectators”, Athletic Participants” and/or “Sports Accident” coverage may be required to be maintained by the user.

2. HOLD HARMLESS INDEMNIFICATION AGREEMENT (All Applicants)

An executed Hold Harmless Indemnification Agreement must be submitted with each application.

3. IMPACTED PROPERTY OWNER’S LIST

For Residential Block Party Applicant’s Only:

The names, signatures, addresses, telephone numbers, blocks and lots of property owners impacted where block party is proposed. All signatures shall indicate consent to the proposed block party, consent to the proposed street closure, and acknowledgement that all residents and their invitees shall adhere to all applicable laws, regulations and ordinances, including, but not limited to noise ordinance.

All residents involved must complete and fill out a:

HOLD HARMLESS INDEMNIFICATION AGREEMENT FOR BLOCK PARTIES

4. **AFFIDAVIT OF APPLICATION**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations of Chapter 140 of the Borough Code. All programs and facilities of the Borough of Beach Haven are open to all citizens regardless of race, sex, color, religion, national origin or handicap.

APPLICANT'S

NAME _____ SIGNATURE _____ DATE _____

For Office Use Only

_____ Approved _____ Denied _____ Date _____
Chief of Police

_____ Approved _____ Denied _____ Date _____
Borough Manager

Hold Harmless Indemnification Agreement

The **Borough of Beach Haven**, hereinafter referred to as “**Municipality**”, hereby agrees to allow _____ (Name of Person(s) or Organization) hereinafter referred to as “**User**”, to use the facilities listed below:

Name and Location of

Facility(ies): _____

hereinafter referred to as “**Facility(ies)**” for

(State the Purpose)

on the following date(s): _____

The above User shall inspect the described **Facility(ies)** prior to the use of the **Facility(ies)** and report any defective, hazardous or dangerous conditions found at the **Facility(ies)** to

George Gilbert 609-492-2525 at Municipality, and

User shall immediately cease the use of the **Facility(ies)** until such defective, hazardous, or dangerous conditions are remedied. After the use of the **Facility(ies)**, **User** shall immediately report to the Municipality any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **Facility(ies)**.

Indemnification

User shall indemnify, save harmless and defend the **Municipality**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **Municipality**, from and against any and all claims, losses, costs, attorney’s fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User’s** use of the named **Facility(ies)**, including all suits or actions of every kind or description brought against the Municipality, either individually or jointly with **User** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **User**, or through any negligence or alleged negligence in safeguarding the **Facility(ies)**, participants, or member of the public, or through any act, omission or fault or alleged act, omission or fault of the **User**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **User**.

Signature _____ Print Name _____ Date _____



DATE: _____

TO: SHERRY MASON, BOROUGH CLERK

I REQUEST TO BE REIMBURSED FOR THE FOLLOWING:

Applicant must complete and submit this form when requesting the return of their posted park bond within 30 days of the close of the calendar year in which the event was held.

- | | |
|--|--|
| <input type="checkbox"/> CURB & SIDEWALK BOND | <input type="checkbox"/> DUMPSTER BOND |
| <input type="checkbox"/> MAINTENANCE BOND | <input type="checkbox"/> PERFORMANCE BOND |
| <input type="checkbox"/> PILING BOND | <input type="checkbox"/> STREET BOND |
| <input type="checkbox"/> ESCROW (LAND USE BOARD) | <input type="checkbox"/> Park Bond Event _____ |
| <input type="checkbox"/> Other: _____ | |

NAME: _____ PHONE #: _____

PROPERTY ADDRESS: _____ BLOCK/LOT: _____

CHECK MADE PAYABLE TO:

ADDRESS: _____

AMOUNT TO BE REIMBURSED:

I UNDERSTAND ALL REIMBURSEMENTS MUST BE APPROVED BY COUNCIL BEFORE A CHECK MAY BE ISSUED.

SIGNATURE: _____

*****Borough Use Only*****

DEPARTMENT HEAD: _____ DATE: _____

BOROUGH ENGINEER: _____ DATE: _____

CLERK/COUNCIL: _____ DATE: _____

CHIEF FINANCIAL OFFICER: _____ DATE: _____

RESOLUTION #: _____